

Public Safety Broadband Network (PSBN) Commission
Department of Public Safety, Headquarters, Lab Classroom
Meeting Minutes
September 2, 2015

- Chair, Paco Aumand, called the meeting to order at 1:33 pm with the following present: William LaFerriere, BGS; Frank Costantino, DII; Tess Gauthier, DPS, Project Manager; Terry LaValley, DPS; Sara Small, DPS; Captain Don Patch, VSP; and Suellen Royea, DPS. James Porter arrived at 1:35 pm.
- **Grants Management:** Sara Small noted she is working on the match requirement and waiting for approval of the base line expenditure plan, but expects approval any day now. Temporarily using temporary employees' salaries for the match requirement and submitted a match waiver request. To date, almost \$71,000 has been spent from the Grant. To try to meet some of the match requirement, it was decided to use general funds for contractual items, which she thought would work as \$89,000 has been allocated for personal services for GIS and technical advertising fee.

Paco Aumand inquired if confirmation had been received for the transfer of the single point of contact to Terry LaValley. Terry indicated it had been received. Paco Aumand also reported that he volunteered to remain on the Board and is currently in a DPS at large seat and will stay on as long as it is appropriate.

- **Data Collection Update:** Tess Gauthier reported that the data collection includes completing the workbook and establishing the amount of use, users, etc. To date, 860 public safety entities were sent copies of the survey and 575 surveys have been returned. She hopes to wind down the collection phase by mid-September and then work on the analysis. In addition, she is working with the temporary employees regarding work product plans for the next phase. Paco Aumand inquired how we are doing nationally. Tess Gauthier noted Vermont was highlighted at a meeting and she thought Connecticut was ahead of us in mapping.
- **National Update:** Tess Gauthier noted industry days are being held and a National SPOC conference is being planned in October. Terry added that the National RFP is set to be issued the beginning of the year and states may be encouraged to engage more with vendors. In addition, Terry noted that there will not be any federal money to support this network as they are looking for cost sharing, chargebacks, etc. to sustain the network. More information to follow.
- **Outreach/Education Update:** Tess Gauthier noted that outreach efforts have included speaking at local EMS, Planning, etc. meetings with a total of about 262 people. She displayed our website, which includes a map of Vermont showing responses received, where presentations have been held, and the number of people in attendance at each event. In addition, an email

was sent to all the communication providers in the state; one person signed up for our newsletter and another volunteered to allow equipment on their towers. A suggestion was made to follow up the email with a snail mailing to everyone with the same information for transparency. Approximately 113 phone conversations have been held, but she will check to see if they count. The next quarter goals will be a report to the governor and an RFP for videography, but the next 30 days will be focused on GIS mapping.

- **Vendor Selection:** A vendor, AppGeo, was selected for GIS mapping on August 26, 2015, with a kickoff call today. There was some concern about staffing as this vendor is also working with Connecticut, but have been reassured there are enough resources available. In addition, we have someone in-house that can help. The cost for this contract is \$25,729. Terry LaValley added that this vendor has some experience working with the State on other projects and will be able to hit the ground running and is a good match for this project. Tess Gauthier noted that the first deliverables are due September 10, 2015, to give us a recommendation on what data set to use (Federal or local), and other deliverables will follow. Terry noted the vendor is going to map out coverage, radio coverage, and look at areas with no coverage for prioritizing. Bill LaFerriere just received a request from Josh Cox requesting critical infrastructure information. There was some discussion about the definition of critical infrastructure. A suggestion was made to contact Gabe at Homeland Security.
- Tess Gauthier asked if the group should meet on September 28, 2015 instead of October 7, 2015 so everyone is briefed on our deliverables. Terry LaValley asked for some leeway to make any internal decisions that might be needed. Paco Aumand asked that an email be sent out to change the next meeting from October 7, 2015 to September 28, 2015 to ensure there is agreement with the data being submitted.
- **Statewide Communications Interoperability Plan:** Tess Gauthier and Terry LaValley attended a 2-day meeting to update the plan. A question was asked if we were represented in the plan. Terry LaValley answered that he thought we were represented through this group and VCOMM. Although the plan made a distinction between the two Boards, he thought that at some point, there would only be one board. Don Patch also attended the 2-day meeting. It was thought that the current goal is to get the VCOMM group back together and change the image. Their next meeting will be with the steering committee. In addition, it was noted that the last election may not have been valid.
- **PSBC New Appointments & Business:**
 - **Appointments:** Paco Aumand announced that Dan Manz, representing EMS from Essex Rescue; Barb Neal, representing E911; and Don Patch, representing VSP, have been appointed to the Board.

- **SPOC Meeting in Denver, CO in October:** There will be a SPOC meeting on October 7 & 8, 2015 in Denver, CO. They allow up to three (3) people from each state to attend; Terry LaValley as SPOC, and Tess as Project manager have been selected so far. Paco Aumand asked Terry and Tess to determine whether a third person was needed and if so, who it should be. James Porter noted that he would not be opposed to going if no one else wants to go.
- **Other Business:** No additional topics were discussed.
- **Adjournment:** Meeting adjourned at 2:21 pm.